



# MINUTES

## Service Committee of the Legislative Council

June 29, 2004

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### MEMBERS PRESENT:

Senator Jeff Lamberti, Chairperson

Representative Christopher Rants, Vice Chairperson

Senator Jeff Angelo

Representative John Connors

Senator Michael Gronstal

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## MEETING IN BRIEF

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- I. Procedural Business.
- II. Central Staff Agency FY 2005 Budgets.
- III. Personnel Reports.
- IV. Legislative Branch Employee Benefits.
- V. Written Materials Filed With the Legislative Services Agency.



## **Service Committee of the Legislative Council**

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### **I. Procedural Business.**

**Call to Order.** The second meeting of the Service Committee of the Legislative Council for the 2003-2004 biennium was called to order by Vice Chairperson Christopher Rants at 11:32 a.m., Tuesday, June 29, 2004, in Room 116, State Capitol, Des Moines, Iowa.

**Election of Chairperson.** The Service Committee elected Senator Jeff Lamberti as Chairperson.

**Minutes of June 30, 2003.** The Service Committee approved the minutes of the June 30, 2003, meeting of the Committee.

**Adjournment.** The Service Committee adjourned at 12:01 p.m.

### **II. Central Staff Agency FY 2005 Budgets.**

#### **A. Discussion.**

Vice Chairperson Rants indicated that discussion prior to the meeting centered around the budgets of the central staff agencies and the manner by which the central staff agencies, as well as the staff of the Senate and House, had handled the two and one-half percent reduction in each budget imposed in the fall of 2003. The conclusion was that the central staff agencies and the staff of the Senate and House should be allowed the flexibility to meet this reduction and to set personnel policy accordingly, even if the manner by which the reductions were met by each staff may differ.

#### **B. Approval.**

The Service Committee recommended, upon motion and voice vote, that the Legislative Council approve the proposed budget and budget allocations for the fiscal year beginning July 1, 2004, pursuant to section 2.12, as submitted by the following agencies:

- Legislative Services Agency
- Office of Citizens' Aide/Ombudsman

### **III. Personnel Reports.**

#### **A. Legislative Services Agency.**

The Service Committee received and filed the annual personnel report from Mr. Dennis Prouty, Director of the Legislative Services Agency. The Service Committee recommended, upon motion and a 4-1 voice vote, that the following employees be promoted, subject to performance review with approval of and effective date set by the director of the agency. Representative Connors voted "no," indicating that individuals who are promoted should also receive a step increase in pay for the promotion and not be limited to only the annual step increase the promoted employees would otherwise be entitled to receive. The employees authorized to be promoted are as follows:



- Ms. Ann Ver Heul, from Legal Counsel, grade 30, step 4, to Legal Counsel 1, grade 32, step 3, effective March 2005.
- Ms. Cathie Young, from Assistant Editor 2, grade 27, step 6, to Assistant Editor 3, grade 30, step 4, effective June 2004.
- Mr. Matt Hanify, from Legislative Document Technician 1, grade 19, step 4, reclassified to Publications Assistant, grade 21, step 2, effective March 2004.
- Mr. David Craft, from Legislative Document Technician 1, grade 19, step 4, reclassified to Legislative Document Technician 2, grade 22, step 1, effective May 2004.
- Ms. Jessica Clark, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 1, effective December 2004.
- Ms. Gina Garrett, from Legislative Document Technician 2, grade 22, step 4, to Supervising Legislative Document Technician, grade 25, step 2, effective December 2004.
- Ms. Leslie Morford, from Legislative Document Technician 2, grade 22, step 4, to Supervising Legislative Document Technician, grade 25, step 2, effective December 2004.
- Ms. Stephanie Cox, from Legislative Document Technician 2, grade 22, step 3, to Supervising Legislative Document Technician, grade 25, step 1, effective June 2004.
- Ms. Kelley Hilterbrand, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 2, effective July 2004.
- Mr. Craig Cronbaugh, from Legislative Information Officer 2, grade 27, step 5, to Legislative Information Officer 3, grade 30, step 3, effective June 2004.
- Mr. Myles Kappelman, from Legislative Information Officer 2, grade 27, step 4, to Legislative Information Officer 3, grade 30, step 2, effective June 2004.
- Mr. Bob Lamberti, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 2, effective January 2005.
- Mr. John Bellizzi, from Computer Systems Analyst I, grade 27, step 3, to Computer Systems Analyst II, grade 29, step 2, effective May 2005.
- Ms. Nicole Chesmore, from Computer Systems Analyst I, grade 27, step 3, to Computer Systems Analyst II, grade 29, step 2, effective May 2005.
- Mr. Russ Trimble, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst II, grade 32, step 2, effective January 2005.
- Ms. Robin Madison, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst II, grade 32, step 2, effective January 2005.
- Ms. Jennifer Acton, from Legislative Analyst I, grade 29, step 4, to Legislative Analyst II, grade 32, step 2, effective January 2005.
- Ms. Mary Beth Mellick, from Legislative Analyst, grade 27, step 4, to Legislative Analyst I, grade 29, step 3, effective October 2004.



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### B. Office of Citizens' Aide/Ombudsman.

The Service Committee received and filed the June 2004 and the annual personnel report from Mr. William Angrick II, the Citizens' Aide/Ombudsman. The Service Committee recommended, upon motion and voice vote, that the following employees be promoted, subject to successful performance evaluation and available fiscal resources:

- Mr. Jeffrey Burnham, from Assistant 3, grade 35, step 6, to Senior Assistant, grade 38, step 4, effective November 2004.
- Mr. Rory Calloway, from Assistant 1, grade 29, step 5, to Assistant 2, grade 32, step 3, effective September 2004.
- Mr. Don Grove, from Assistant 1, grade 29, step 5, to Assistant 2, grade 32, step 3, effective November 2004.
- Ms. Elizabeth Hart, from Assistant, grade 27, step 3, to Assistant 1, grade 29, step 2, effective June 2004.
- Mr. Kyle White, from Assistant 1, grade 29, step 5, to Assistant 2, grade 32, step 3, effective July 2004.

### IV. Legislative Branch Employee Benefits.

Iowa Code section 2.11 provides that the compensation of the employees of the General Assembly shall be fixed by joint action of the Senate and House. In addition, 2004 Iowa Acts, House File 2497, included session law language related to the Legislative Council's provision of an early-out incentive program for legislative branch employees. Pursuant to this authority in 2004 Iowa Acts, the Service Committee took no action on the Early Out 3 Incentive Program but recommended, upon motion and voice vote, pursuant to Iowa Code section 2.11, that the Legislative Council approve the following two benefit programs for employees of the General Assembly:

- **Sick Leave Conversion Program.** Legislative employees would accrue sick leave based upon the employee's individual sick leave balance with a reduced accrual for those with higher sick leave balances. In return, eligible legislative employees who retire from state service would have the option of receiving the current cash payout of the sick leave balance, up to a maximum of \$2,000, or an option of having the employee's sick leave balance, subject to certain requirements, converted and used for the purposes of paying the employer's share of monthly health insurance premiums.

- **Full-Time to Part-Time Incentive Program.** Upon approval of their appointing authority, legislative employees grade 19 or higher would be permitted to work part-time, e.g., to work full-time for a portion of the year and to work no hours for a portion of the year, and to convert their accrued sick leave and vacation leave to be used for paying the employer's share of life insurance, health and dental insurance, and disability insurance costs. Mr. Prouty noted that employee participation in this program would not be imposed and that this program could be used when hiring new employees.



**V. Written Materials Filed With the Legislative Services Agency.**

- A.** June 2004 annual personnel report from the Legislative Services Agency.
- B.** June 2004 and annual personnel report from the Office of Citizens' Aide/Ombudsman.
- C.** June 2004 memorandum, including the proposed FY 2005 budgets for the Legislative Services Agency and the Citizens' Aide/Ombudsman.
- D.** Memorandum describing early-out incentive programs, including the executive branch early-out program, the sick leave conversion program, and the full-time to part-time incentive program.

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